

**MADERA COUNTY**  
**LIBRARY ASSISTANT**

**DEFINITION**

Under supervision, to perform a variety of patron and circulation assistance duties in the County library system; to perform typing, filing, and other office assistance duties; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

This is the first working level in the Library series. Incumbents have responsibility for performing a variety of general library and office assistance duties, requiring some working background and experience. They are expected to become familiar with the policies, functions, and operations of a library system and capable of providing help and instruction to library patrons.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Works with library patrons, providing basic assistance in the use of library facilities and resources; answers questions; checks out material for circulation; issues library cards; collects monies for overdue and damaged books and media; receives and places patron holds for books, media, and information; finds and reserves books and media for circulation; re-shelves returned material; assists with cataloging and technical processing; assists with reference services; obtains detailed information about patrons' reference requests and needs; assists in conducting summer reading and crafts programs; performs office assistance duties; operates a computer and office equipment; assists student shelveers, substitute workers, and volunteers; assists with book repair and mending; prepares periodicals for patron use; assists in instructing children in the use of library resources and library rules and procedures; updates bulletin board displays; types a variety of correspondence, information, and other materials; assists patrons with the use of copy machine; discards materials from the library collection.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

English usage, spelling, grammar, and punctuation.  
Modern office practices, methods, and computer equipment.  
Indexing, filing, and record keeping methods and procedures.  
Mathematical principles.

***Madera County  
Library Assistant (Continued)***

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**Skill to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Learn to perform library and circulation assistance assignments.

Learn, interpret, apply, and explain library policies and methods.

Learn library procedures and methods.

Learn library reference resources.

Perform office assistance work.

Make arithmetical calculations.

Maintain accurate records and prepare reports.

Effectively represent library services to the public and community organizations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of general office assistance work experience, preferably including experience working in a library.

**Training:**

Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

**Effective Date:** May, 1995